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MONTANA STATE LIBRARY

NETWORK NEWS

June 6, 1974 - No. 2

The TWX machines are being installed and several decisions must be made concerning their use.

1. Paper - We are negotiating for a special card stock to be used in the machines. Until this is available, we must use whatever is provided by TWX

2. Author-Title requests should be sent in alphabetical order by author to speed up search. After listing Author-Title requests, list periodical requests, alphabetically by name of periodical. Subject requests last.

Tapes should be used for all request transmittals. Typing messages direct require more line time which is expensive.

4. We would like all libraries to use a standard form and standard abbreviations. We would suggest the following form, subject to your suggestions and approval.

Author-Title Requests:

Ill Request number and date - Library or patron	Requests for each ~~date~~ should be numbered consecutively. - If request is for the requesting library simply indicate patron. If for another library indicate name of library If for a professional medical person indicate name, title
Author's Name -	Last name first, full bibliographic citation if possible
Title	Full title
Publisher, date	
Where verified -	Indicate by initial and give page -i.e.BIP Ap318
Special information as needed	If substitute will be acceptable, language needed, level needed, last date needed if there is a time limit.

5. Subject requests would have the same format except would contain more special information regarding level of material, quanity, last date needed, etc.

6. Be sure and proof read the tape printout to be sure there are no typographical errors or transposition of numbers.

7. Be very cautious in using magazine abbrsviations. If the reference is cited in abreviated form use it. If it is not, better write out the full title. Some people interpret Geo as Geology, some Geological, some Geophysics.

8. Abbreviations for verification citations can be used such as BIP, CBI, PBIP IndMed.

9. Practice using the machine on Local There is no charge for this.

10. We will need to work out a schedule for sending requests. Give the time it would be most convenient to you to send and receive requests. We will work out a schedule from that.

11. The State Library No. is TWX 910- 963-2478

12. Use the Machines. Have Patience - Things will be better.
Say to yourself - This is MINE - Montana Information Network Exchange

Montana State Library
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